

**Approved Minutes
Liberal Arts Council Meeting
October 3, 2006**

Present: D. Glassman, M. Aakhus, J. Palladino, J. Galbus (for M. Kearns), S. Zehr, C. Barber, K. Waters, T. Hunt, W. Rinks, A. Torres and B. Christie.

Absent: S. Wolfe

Meeting was called to order at 8:30 am.

I. Minutes (Glassman)

Minutes from June 27 were approved. Minutes from July 25 were amended and approved. Minutes from September 5 were amended and approved.

II. Course Modification Petitions (Waters)

A motion was made for the course number of Art 398, Workshop in Art Education, to be changed to Art 394 and that this course will serve as a prerequisite for Art 396. Art 394 and Art 396 are not designed to be taken concurrently. Art 396 will be the prerequisite for Art 397. The motion was approved.

III. Department Tenure and Promotion Guidelines (Glassman)

Last year, all departments in LA were asked to develop tenure and promotion guidelines specific to their departmental expectations. The guidelines must remain within the limits of the university and college policies. The dean urged all departments who have not completed their tenure and promotion guidelines to do so soon and forward them to him electronically.

Discussion followed and Dr. Glassman stated that department faculty evaluation committees should focus on their departmental criteria when reviewing portfolios. The dean is available to meet with individual committees or committee chairs, if needed.

IV. Faculty Ranks Update (Glassman)

The dean has collected information on titles/rank assignments for contract faculty from other institutions. These were discussed with the LAC and the LAC provided suggestions to the dean. The dean will meet with the junior faculty next Monday and listen to their suggestions and comments. Any additional input should be forwarded to the dean by next Monday. The dean emphasized that a possible change in how titles/ranks are assigned has no effect on salaries.

The university committee working on this issue will make recommendations to the provost for consideration.

V. Bookstore Student Scholarship (Glassman)

Shawn Storckman has been selected as the 2006-07 recipient of the Bookstore Student Scholarship Award in Liberal Arts. Mr. Storckman carries three majors, all in the CLA, with a USI GPA of 4.0. Congratulations are extended to Mr. Storckman.

Drs. Hunt, Palladino and Rinks volunteered to serve on a subcommittee to establish criteria for future Bookstore Scholarship nominees. Dr. Hunt was also elected to serve as the scholarship advisor for the CLA. She will work with chairs, faculty and staff in preparing for Honors Day.

VI. Program Outcomes and Assessment (Glassman)

The dean asked chairs whether their departments have begun discussion of program outcomes and assessment. The initiative calls for each department to review their major programs and determine the basic knowledge and skill sets they deem important for their majors. This is followed by an examination of the curriculum to verify that it supports these outcomes. Various assessment strategies should be designed to certify student performance or acquisition of the knowledge and skill sets. The communications department is working on a plan as a requirement for their accreditation.

Off the Agenda (Glassman)

- 1) The provost and Katherine Draughon will be asking department chairs what information they need from Institutional Research. There is data available to faculty for assessing various needs, trends, etc. A request was made by the college deans that Institutional Research provide a list of the information available.

- 2) Changes to the Bulletin will soon be requested. Colleges must submit changes by November 14th. Chairs should be aware that current changes may not appear on the review copy. Liberal Arts has 2 major initiatives: 1) Art, Music and Theatre will be divided into the Department of Art and the Department of Performing Arts; and 2) The Department of Foreign Languages is changing its name to Department of Modern and Classical Languages.

- 3) The small number of students planning to graduate in December has changed the original directive of having half the LAC faculty members in attendance. The provost has indicated that deans, chairs and program directors must attend. Any faculty members who may wish to attend, are invited to do so.

VII. Around the Table

Angela announced that USI is recruiting Amigos for next year. The Orientation website has information for those interested in helping the recruiting process.

Bobbie reminded chairs that the final proof for the Spring and Summer 2007 edits is due by the end of the day on Wednesday.

Dr. Hunt announced that nominations for the Scavone Award are due by November 30th. Two awards are available, one for faculty and the other for students.

Katie Waters encouraged Fall Festival patrons to visit the Art Club food booth.

Several faculty members from Liberal Arts took part in a teacher workshop at Harrison High School. Those who participated were: T. Hunt, C. Barber, B. Martin, C. Bloom and T. Schroer. Wendy McNamara is the new head of the Social Studies department of the EVCSC and is eager to establish cooperative ties between USI and the local public schools.

Dr. Zehr will serve as moderator for a debate between candidates for local county commissioner and county council seats televised on WNIN at 7 pm today.

Susanna Hoeness-Krupsaw has received the “Indiana College Scholar/Teacher of the Year 2006” by the Indiana College English Association.

The Elizabeth Zutt art collection will be on exhibit in the USI Wright Administration building.. An opening will be held on Sunday, October 8, at 2 pm. The opening will begin with a brief presentation ceremony in Forum 1.

Dr. Palladino noted that Chris Bloom collaborated with Don Lamkin, a graduate of our psychology program and current graduate teaching assistant at the University of Iowa, Z. Michaels, E. Hunter, M. Aguilar, J. Venard and J. Barnett on an article that has been accepted for publication by the *Stress and Health Journal*

Meeting was adjourned at 10:10 am.